

INTERAGENCY ADVISORY GROUP

UNITED STATES OF AMERICA
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

PC

Secretariat

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Minutes of the Performance Appraisal Committee

November 27, 1979

Priscilla Levinson of the Special Programs Consulting Division chaired the meeting in the absence of ArDee Ames.

A. Administrative Matters

1. Mrs. Levinson discussed the 1979 revision of the Guide for Improving Performance Appraisal. The present version has been revised to bring it up to date and to reflect CSRA. Agencies have been invited to ride the OPM requisition in obtaining copies. Check with your procurement office.

2. The next meeting is scheduled for January 10, 1980. ^{1:30 - 1:40} The announcement for the January meeting is enclosed with these minutes. There will be no December meeting.

3. Articles on the Privacy Act, specifically, Supervisors' Notes discussed at the October meeting were distributed. In addition to these a number of Questions and Answers were distributed. These were prepared in response to several questions raised by a field installation local of NFFE. A Survey on the Use of Consultants by Federal Agencies in Implementing CSRA, prepared by Phillip Poirier, student intern of the Special Programs Consulting Division, was also distributed to the group.

4. Dave Dougherty, Special Programs Consulting Division, discussed plans for a showcase of agency performance appraisal systems in mid-January. Six to ten agencies have been contacted and have agreed to participate. Agencies that have not been contacted are also invited to participate. A tentative list of topics to be discussed are as follows:

Diagnosis
Appraisal Methodology
Evaluation Methodology
Managerial Involvement
Pilot Testing
Supervisory Training
Non-Supervisory Training

Methodology for setting standards
EEO Considerations and ways to
achieve consistency in standards
and elements in similar jobs.

This will be a day long event consisting of workshops, displays and panel discussions. Full participation is encouraged from first line supervisors, Performance Appraisal Task Group members, managers, executives and interested employees. Formal invitations to the workshop will be mailed out shortly.

Mr. Dougherty also shared information regarding a 20 question survey concerning agency progress in developing performance appraisal systems. This survey is to be mailed this week and is expected back by December 21. Following analysis, the results will be summarized in a report ready by mid January. A 100% response is requested.

5) Robert Brown, Assistant Director of WED who heads the Office of Consulting Services was introduced to the group for the first time. He spoke briefly concerning the basic role of the various divisions and the special emphasis of each.

B. Merit Pay

No agency will have their merit pay plan approved unless OPM has approved their performance appraisal plan. Bulletin 540-6 states there must be an approved performance appraisal plan on file 180 days before the merit pay plan is initiated. April 1, 1980 is the very latest date that a performance appraisal plan can be submitted for the first October 1980 pay out. To date there have been two merit pay plans submitted and they are currently being reviewed. | *Only 2!*

C. Uniform Guidelines

Ken Millard reviewed the basic concepts and provisions of the Uniform Guidelines. He then focused on those features dealing particularly with performance appraisal. Specifically, performance appraisal is not covered by the Uniform Guidelines. It is its use in an employment decision that is covered, i.e. its use in the selection process. If a determination of adverse impact is made, the guidelines call for removing the impact or validating that instrument according to specific procedures. Since performance appraisal is often used in selection processes, emphasis should be devoted to insuring the validity of the components of the performance appraisal process.